



Sponsor contact: Chris Cullander
CAIR President 2011-12
Office of Institutional Research
University of California, San Francisco
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CAIR 2011 Conference Sponsorship Opportunity

We are very pleased to have the 2011 CAIR Conference in California's Sonoma Valley Wine Country, with institutional research professionals expected from Nevada and Hawaii as well as all over California. We expect to have more than 150 attendees this year, due both to the attractive location and because budget constraints meant that many of our members were not able to attend the AIR Forum in Toronto this year.

The sponsor registration fee (\$1300) includes

- One 6' table with drape
- One chair (plus one additional chair if needed)
- Table tent card
- Access to electrical power
- Wireless internet access
- One full conference registration, including
 - Continental breakfasts and lunches on Thursday, November 10th and Friday, November 11th
 - One ticket for the Opening Reception (additional tickets are available for \$35 each)
 - One ticket for the reception on Thursday evening
 - Access to meeting presentations and plenary sessions
- The opportunity to participate in the raffle at the closing lunch (see below)
- Sponsorship acknowledgement in the conference program

All sponsor tables are in the main foyer of the hotel (between the meeting rooms and the Bacchus Restaurant & Wine Bar), a high traffic location that attendees pass through on their way to talks and meals. This foyer is also where the continental breakfast will be served on Thursday and Friday morning.

To encourage interaction with attendees at the meeting, we are asking that sponsors consider participating in a raffle that will be held during the closing luncheon. Winners will be drawn by a CAIR officer from the contacts that each sponsor has made at the meeting. Prizes (provided by each sponsor) can be virtually anything – bottles of wine, seats at training sessions, gift cards, books, software licenses, consumer electronics (such as iPods), etc. Sponsor participation in this final event is entirely voluntary.

CAIR's 2011 conference will take place at the DoubleTree by Hilton Sonoma Wine Country. It will begin on Wednesday, November 9th and end after lunch on Friday, November 11th.

If you would like to sponsor CAIR's 2011 conference, please complete the reverse of this form by **September 28, 2011** and mail it along with your sponsorship check made out to CAIR in the amount of \$1300 to Tongshan Chang, the Treasurer of CAIR (see reverse). Please also email your logo (JPEG format preferred) to me, Chris Cullander [chris.cullander@ucsf.edu] for inclusion in the conference program.

SPONSOR APPLICATION & REGISTRATION FORM

California Association for Institutional Research - 36th Annual Conference

November 9-11, 2011, Double Tree Hotel Sonoma Wine Country, Rohnert Park, California

Sponsor Registration and Logo Email Deadline **September 28, 2011**

Sponsor Onsite Contact (1) Name and Title _____

Preferred badge name for onsite contact (1) _____

E-mail address _____

Sponsor Onsite Contact (2) Name and Title _____

Preferred badge name for onsite contact (2) _____

E-mail address _____

Organization Name _____

Mailing Address _____

City, State, & Zip _____

Telephone _____ Website _____

We will participate in the raffle at the closing luncheon **YES, please!** **NO, thank you.**

More information. Sponsors can learn more about CAIR and the 2011 conference by visiting <http://www.cair.org/>, and about the conference hotel at <http://www.dtsonoma.com/>. All conference activities will take place at the hotel.

Exhibit hours, move in, move out. Move-in is the morning of Wednesday, November 9th (during the Segment Meetings). Exhibit hours are noon-5:00 pm Wednesday, November 9th; 8:15 am-5:00 pm Thursday, November 10th (with a break for lunch), and 8:15 am-noon Friday, November 11th. Move-out is after lunch on Friday. Sponsors who wish to remain at their tables during the luncheons and social events are welcome to do so. CAIR assumes no responsibility for products left unattended before, during or after the conference.

Meeting registration. Sponsor registration and check-in will be at the Double Tree Hotel Sonoma Wine Country. Your conference badge is your admission ticket to conference presentations, events, and meals. Any additional individuals who wish to attend the conference may register at the attendee rate.

Hotel reservations. Sponsors are responsible for their hotel accommodations at the meeting site (please make them as early as possible!). Information about reserving rooms at the reduced conference rate (\$89/night, not including taxes) is available at <http://www.cair.org/conferences/CAIR2011/hotelinfo.aspx>.

Property responsibility/insurance. You are responsible for insuring the safety of your personnel and your exhibit materials from theft, damage, accident, fire and other such causes. Exhibitors who desire to carry insurance must do so at their own expense. All property of the exhibitors is understood to remain in their own care, custody and control in transit to and from the confines of the exhibit area, as well as while it is on the floor. Security and storage space will not be provided. CAIR and their agents are not responsible for losses incurred, theft or damage to materials.

Payment. Please send this completed form and a check for \$1300 (unfortunately, we aren't able to accept credit cards or purchase orders) to

Tongshan Chang

Office of Institutional Research, University of California, Office of the President

1111 Franklin Street, Room 11120

Oakland, CA 94607-5200

Logo for conference program. Don't forget to email your logo to me.

Questions? Please contact Chris Cullander, chris.cullander@ucsf.edu, (415) 476-6881. Thank you for supporting CAIR!